

BERLIN TOWNSHIP TRUSTEES

7:00 P.M. 2018 ORGANIZATIONAL MEETING January 3, 18

HELD AT: Berlin Township House, 3271 Cheshire Rd., Delaware, OH 43015

CALL TO ORDER: Meeting called to order by Fiscal Officer, Claudia Smith.

ROLL CALL: Ronald W. Bullard, Ken O'Brien, Tom D'Amico and Claudia Smith, Fiscal Officer

PLEDGE OF ALLEGIANCE: Ron Bullard led the Pledge of Allegiance

ATTENDANCE: Joe Pichert, Chet Heid, Mike & Cindy Bardash, Brodi Irwin, Mike Hubbard and Cathy Rippel

PUBLIC COMMENT: Smith asked if there were any public comments, hearing none they moved onto the next item on the agenda.

FISCAL OFFICER PRESIDES

**RESOLUTION NAME 2018 TRUSTEE CHAIRMAN – Ron Bullard
18-01-01**

Motion: D'Amico
Second: O'Brien
Vote: Bullard yes, D'Amico yes and O'Brien yes

**RESOLUTION NAME 2018 TRUSTEE VICE CHAIRMAN – Ken O'Brien
18-01-02**

Motion: D'Amico
Second: Bullard
Vote: Bullard yes, D'Amico yes and O'Brien yes

**RESOLUTION NAME 2018 TRUSTEE EXECUTIVE MEMBER – Tom D'Amico
18-01-03**

Motion: Bullard
Second: O'Brien
Vote: D'Amico yes, O'Brien yes and Bullard Yes

Meeting turned over to Chairman Bullard

DISCUSSION: D'Amico said he thought they had the road meetings on weekends and Bullard said we used to but the road employees and the county representative do not work weekends so we switched it to week days. Smith asked if it was necessary to have two roads meeting a year. Irwin said the fall road meeting was the one where they discussed what road improvements would be submitted to the county for the following year and felt it was the more important one.

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**RESOLUTION ESTABLISH 2018 MEETING SCHEDULE AS LISTED
18-01-04**

Regular Meetings: The 2nd and 4th Monday each month with the following exceptions. All meetings to start at 7:00 p.m. unless otherwise advertised/posted

EXCEPTIONS:

June, July and August meetings will be 2nd Monday only

HOLIDAY EXCEPTIONS: 2nd meeting in May will be May 29, 2018 and the 2nd meeting in December will be December 27, 2018 9:00 a.m.

Emergency Meetings: Chairman calls meeting notifying trustees and Fiscal Officer

Employee Evaluations: December 27, 2018 9:00 a.m.

Meeting Changes: All meeting date and time changes will be advertised/posted

Road Inventory Meetings: Spring- April 2, 2018 at 9:00 a.m.
Fall- August 16, 2018 at 9:00 a.m.

Special Meetings: Dates and times to be advertised/posted

Year End Meeting: December 27, 2018 at 9:00 a.m.

2019 Organizational Meeting: December 27, 2018 immediately following the Year End Meeting

The fiscal officer will advertise the 2018 meeting schedule in The Delaware Gazette.

Motion: Bullard
Second: O'Brien
Vote: D'Amico yes, O'Brien yes and Bullard Yes

ROBERTS RULES OF ORDER- O'Brien said we would generally follow Roberts Rules of Order however if we fail to follow Roberts Rules of Order it in no way invalidates any resolutions that under consideration and at any time the chair can take to strictly follow Roberts Rules of Order for orderly conduct of a meeting. Bullard said if we are following Roberts Rules of Order and the chairman has the discretion to modify those rules as he sees fit.

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RESOLUTION 18-01-05 APPROVE USING ROBERTS RULES OF ORDER AND ALLOW THE CHAIRMAN AT HIS DISCRETION TO MODIFY THOSE RULES AS HE SEES FIT IN THE CONDUCT OF AN OFFICIAL MEETING AND THAT WE CONTINUE TO OBSERVE RESOLUTION 05-07-44 REGARDING PUBLIC SPEAKING TIME. THIS LIMITS THE SPEAKERS TIME TO THREE MINUTES AT THE BEGINNING OF THE MEETING AND THREE MINUTES AT THE END OF THE MEETING. THE TIME CAN BE EXTENDED BUT THIS ALLOWS US TO MAINTAIN ORDER

Motion: Bullard
Second: O'Brien
Vote: O'Brien yes, Bullard Yes and D'Amico yes

RESOLUTION 18-01-06 APPROVE ALL TRUSTEE MEETINGS WILL BE POSTED ON THE BERLIN TOWNSHIP WEBSITE AT WWW.BERLINTWP.US, BERLIN TOWNSHIP FACEBOOK PAGE, THE LED SIGN AND THE EXTERIOR BULLETIN BOARD AT THE TOWNSHIP HOUSE, WITH THE BERLIN TOWNSHIP BULLETIN BOARD AT THE TOWNSHIP BEING THE OFFICIAL LOCATION FOR MEETING POSTINGS

Motion: Bullard
Second: O'Brien
Discussion: O'Brien said the reason for this is if the electric goes out and you need to have an emergency meeting, the bulletin board would be the official posting site.
Vote: O'Brien yes, Bullard Yes and D'Amico yes

POLICIES AFFECTING MEETINGS

RESOLUTION 18-01-07 APPROVE MEETING AGENDA POLICIES AS STATED BELOW

- 1.) Meeting Agenda-**
For regular meetings, agenda items to be submitted to the township fiscal officer by 12:00 noon, four (4) days prior to Board meeting.
- 2.) Agenda requests-supporting documentation-**
There should be four (4) copies (original to fiscal officer and one copy to each trustee) of supporting documentation for each agenda item submitted with agenda request.
- 3.) Purchase requisitions-**
Care should be exercised when making purchases.

All purchase requisitions should list the following:

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- A.) Vendor name, address, and telephone number
- B.) Item description
- C.) Per item cost
- D.) Quantity to be purchased
- E.) Cost of shipping (If no shipping cost stated, add 20% to cost to cover shipping, price change or incidental expenses)
- F.) If state purchase contract used, provide the state contract number (for verification purposes and state reporting)

There should be four (4) copies (original for fiscal officer and one copy to each trustee) of supporting documentation for each purchase requisition submitted to the fiscal officer **by 12:00 noon four (4) days prior to meeting. Requisitions not received four (4) days prior to the Board meeting will be deferred to the next regular trustee meeting.**

Requisitions approved at the board meeting-Fiscal Officer to mark a copy of the requisition as approved and provide said copy to the department head the day following the meeting.

ALL INVOICES must be billed to Berlin Township, c/o Claudia Smith, Fiscal Officer, 3271 Cheshire Rd., Delaware, OH 43015.

ONLY ORIGINAL REQUISITIONS AND INVOICES WILL BE PROCESSED. NO PAYMENT WILL BE MADE WITHOUT RECEIVING AN ORIGINAL INVOICE.

4.) Emergency purchases or repairs-(those purchases or repairs not anticipated)

All emergency purchases or repairs are to be reported to the Township fiscal officer immediately. Fiscal officer must be advised as to vendor name and address, item or reason for purchase or repair, total estimated cost and if state contract used-the contract number.

Motion: Bullard
Second: O'Brien
Vote: D'Amico yes, O'Brien yes and Bullard yes

DEPARTMENT LIAISONS:

**RESOLUTION
18-01-08**

**NAME DEPARTMENT LIAISONS AND DUTIES AS LISTED:
Trustee Bullard - ROADS
Trustee O'Brien - FIRE
Trustee D'Amico - BUILDING, CEMETERY AND ZONING**

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Each Liaison is authorized to perform the following:

1. Supervise employees in each respective department by signing time sheets, authorizing previously earned vacation and other days away from work. This also includes changes to work hours as determined necessary by the liaison. All changes in work hours should be communicated to the Fiscal Officer.
2. Each liaison should act as the primary voice of the trustees for township residents. Any trustee can communicate with anyone about township business, with decisions being made during normal trustee meetings.
3. The liaison should have routine meetings with department personnel and bring the information collected to the next trustee meeting.
4. Manage the implementation of trustee purchases and policies. The liaison is authorized to increase spending by up to \$2000 for each purchase, on an emergency basis. The additional spending should be brought to the next trustee meeting for informational purposes.
5. Each trustee is a primary liaison for their responsibility. Any of the other trustees is individually authorized to act as any liaison in the absence of the primary liaison.
6. The liaison system does not prohibit any trustee from any discussions with township employees.

Motion: Bullard

Second: D’Amico

Discussion: Smith asked if D’Amico wanted to have timesheets sent to him by email or if he planned to come in to sign. He said he would like them emailed to him. Smith asked that they be returned to her in a timely manner.

Vote: D’Amico yes, O’Brien yes and Bullard yes

APPOINT AND/OR NAME POSITIONS AND BOARD

**RESOLUTION
18-01-09**

RECESS TO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, EMPLOYMENT, COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL–THREE TRUSTEES AND FISCAL OFFICER ATTEND-7:58 P.M.

Motion: O’Brien

Second: Bullard

Vote: O’Brien yes, Bullard Yes and D’Amico yes

**RESOLUTION
18-01-10**

MOTION TO RETURN TO REGULAR SESSION AT 8:17 P.M.

Motion: O’Brien

Second: D’Amico

Vote: Bullard Yes, D’Amico yes and O’Brien yes

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Bullard said "We meet in executive session and no decisions were made and no actions were taken.

**RESOLUTION NAME APPOINTMENTS AND POSITIONS
18-01-11**

- 1.) Trustee Bullard to attend Delaware County Health Board meeting
- 2.) Steve Spangler-Railroad Task Force Committee
- 3.) TBD - Tax Incentive Negotiating Committee
- 4.) Tom D'Amico & TBD Tax Incentive Review Council
- 5.) Volunteer Fire Fighters Dependent Fund Board (VFFDF)-
Sam Reda and Joe Pichert-elected by fire department members
Pat Paykoff and Steve Spangler-named by legislative authority (Township Trustees). Tom Roll named by four (4) VFFDF Board members
Reda to serve as Chairman and Pichert to serve as Secretary
- 6.) Chet Heid-RPC representative and RPC alternate TBD.
- 7.) Audit Committee with term limits being:

Antoinette Korleski	3 yr. term expires December 31, 2018
Pat Paykoff	3 yr. term expires December 31, 2019
TBD	3 yr. term expires December 31, 2020

Motion: Bullard
 Second: O'Brien
 Vote: Bullard Yes, D'Amico yes and O'Brien yes

Reports or minutes of board or committee meetings attended by named or appointed representatives should be addressed and given to the township fiscal officer prior to the next scheduled regular trustee meeting.

NAME TOWNSHIP LEGAL COUNSEL

DISCUSSION: Bullard "We will retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code and retain Brosius, Johnson and Griggs, LLC. as outside counsel with the rates they submitted which raised slightly for the 2018 calendar year."

**RESOLUTION APPROVES RETAINING LEGAL COUNSEL AS FOLLOWS:
18-01-12**

- 1.) Retain Delaware County Prosecutor as Township Legal Counsel per the Ohio Revised Code; and
- 2.) A majority vote of the Board is required prior to engagement of outside legal services.

Trustee Chairman to be in charge of seeking legal consultation or opinions from both the county prosecutor and outside legal counsel.

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For maintenance of public records and files, the township fiscal officer is to be provided with the original copy of all legal opinions requested as well as the original copy of any and/or all legal opinions rendered. This should include all types of media, i.e. written letter, e-mail, verbal phone message, direct verbal response, etc.

Motion: Bullard
Second: D'Amico
Vote: D'Amico yes, O'Brien yes and Bullard yes

CONTRACT RATE PROPOSAL FROM BROSIUS, JOHNSON & GRIGGS, LLC.

The Brosius, Johnson & Griggs, LLC. 2018 Billing Rates proposal is to be kept in the file.

RESOLUTION 18-01-13 APPROVE EMPLOYING TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2018 AS PROVIDED BY BROSIUS, JOHNSON & GRIGGS, LLC. AND APPROVE LEGAL SERVICES AND COMPENSATION FOR 2018 NOT TO EXCEED \$2,000, WITHOUT FURTHER ACTION BY THE BOARD.

Motion: Bullard
Second: O'Brien
Vote: D'Amico yes, O'Brien yes and Bullard yes

REMINDER THAT THE FISCAL OFFICER, ZONING INSPECTOR AND FIRE CHIEF ARE AUTHORIZED TO CONTACT DELAWARE COUNTY PROSECUTOR AS NEEDED AND NOTIFY FISCAL OFFICER OF ALL CONTACTS AS OUTLINED IN PREVIOUS RESOLUTION # 14-12-27

FISCAL OFFICER'S AUTHORIZATION

RESOLUTION 18-01-14 AUTHORIZE FISCAL OFFICER TO PERFORM THE FOLLOWING ACTS:

- 1.) Apply for advance payment of tax settlements from county auditor
- 2.) Make intra fund transfers as necessary in order to maintain daily operations
- 3.) Invest township funds including with Star Plus, investments that comply with federal, state and local laws, rules and regulations.
- 4.) Prepare and submit amended certificates of estimated resources to county Auditor.
- 5.) Establish and approve forms for use in fiscal transactions of township, i.e. expense reports, inventory reports, timesheets, requisitions, etc.
- 6.) Receive all original employment applications, including but not limited to physical exams, insurance applications, payroll withholding documents, background checks, MVR checks, and any other document relating to personal information covered by HIPAA
- 7.) Assign employee building access keys

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- 8.) Assign employee key codes for copy machine, telephone codes and computer codes
- 9.) Make Electronic Fund Transfers (EFT) as necessary
- 10.) Handle all township credit card issues.

Motion: Bullard

Discussion: O'Brien said for number 3 if we could add the words "that complies to federal, state and local laws, rules and regulations." He said they know Smith is limited in what she can invest in and she isn't going to do anything crazy but he doesn't want her to be limited to just Star Plus and the way it is worded says that and he feels it protects her.

Second: O'Brien

Vote: O'Brien yes, Bullard yes and D'Amico yes

NO MONEY HELD IN ESCROW

RESOLUTION 18-01-15 NO MONEY WILL BE HELD IN ESCROW BY THE FISCAL OFFICE OR ANY OTHER TOWNSHIP EMPLOYEE OR OFFICE FOR PAYMENT OF ANY TOWNSHIP FEES

Motion: Bullard

Second: O'Brien

Vote: O'Brien yes, Bullard yes and D'Amico yes

RESOLUTION 18-01-16 HOLIDAY OBSERVANCE POLICY

Monday	January 1, 2018	New Year's Day
Monday	January 15, 2018	Martin Luther King Day
Monday	May 28, 2018	Memorial Day
Wednesday	July 4, 2018	Independence Day
Monday	September 3, 2018	Labor Day
Monday	November 12, 2018	Veterans Day
Thursday	November 22, 2018	Thanksgiving Day
Friday	November 23, 2018	Day after Thanksgiving
		(exchange for President's Day)
Monday	December 24, 2018	1/2 Day-Afternoon
		(exchange for Columbus Day)
Tuesday	December 25, 2018	Christmas Day
Monday	December 31, 2018	1/2 Day-Afternoon
		(Exchange for Columbus Day)

Holidays falling on Saturday will be observed on the immediate preceding Friday.

Holidays falling on Sunday will be observed on the immediate following Monday.

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Holiday Exchange

- 1. Holiday exchanges will be set by Trustees at Organizational Meeting and approved by Trustees.
- 2. All employees will observe holiday exchanges on approved exchange days as listed above.
- 3. Public must be made aware of office hour changes well in advance as quickly as possible, when possible.

Motion: Bullard
 Second: O'Brien
 Vote: Bullard yes, D'Amico yes and O'Brien yes

Note by Fiscal Officer- Smith said leave request forms are still not being filed timely, so it is up to the trustees if they are okay with that, as they are the ones that approve them. Bullard said they changed the liaison duties to say the liaison is responsible to make sure those sheets are submitted.

All leaves of absence will require completion and approval of leave form(s) prior to receiving payment for LOA. Form(s) to be submitted to township fiscal officer promptly for processing. In order to be paid forms must first be approved by trustee/liasion.

VARIOUS PAYMENT POLICIES

RESOLUTION MISCELLANEOUS TOWNSHIP PAYMENT POLICIES
18-01-17

- 1.) 100% of necessary, reasonable and customary expenses for attendance at conventions, workshops and meetings. Official, board member or employee must have prior approval by Board of Trustees
- 2.) Maximum of Thirty Dollars (\$30.00) allowed per day, per person, for meal reimbursement.
- 3.) Use IRS rate per mile for use of personal vehicle for township business. Mileage must be approved by Board of Trustees.
- 4.) 100% of all purchases made for township by employee or official of the Township **excluding sales tax**, must be approved by trustees.
- 5.) All reimbursement requests must be processed in the month expense is incurred and submitted to the fiscal officer **NO LATER THAN THE 3RD DAY OF THE FOLLOWING MONTH.**

Motion: Bullard
 Second: O'Brien

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Vote: Bullard yes, D’Amico yes and O’Brien yes

DEPARTMENT SPENDING AUTHORIZATION

RESOLUTION 18-01-18 MONTHLY DEPARTMENT SPENDING AUTHORIZATION LIMITS

Administrative	\$750.00 per month (includes all trustees and fiscal officer)
Building	\$150.00 per month
Cemetery	\$500.00 per month
Fire	\$2,000.00 per month
Road	\$2,000.00 per month
Zoning	\$500.00 per month

NOTE: Spending limits are not per individual but per department per month.

All emergency spending (those expenditures not anticipated in normal day-to-day operation of business) requires immediate notification to township fiscal officer stating date of emergency, reason or explanation for expenditure, amount of anticipated expenditure and vendor name and address.

Motion: O’Brien
Second: Bullard
Vote: D’Amico yes, O’Brien yes and Bullard yes

DISCUSSION – Bullard said they were updating the rental form to add a new hold harmless clause, Fowler was working on it, and we are still waiting on it. Smith said the previous board wanted to charge for messages on the sign and to have more time slots to rent the room like two different time slots per day. D’Amico asked if we have had any conflicts days and Rippel said if a day is booked she tells them and they chose another day. They decided to leave it at one rental per day and no charge for messages on the sign. O’Brien said he did not want the messages such as “Happy Birthday” to be on the sign for twelve hours, he would prefer it be on for a couple hours only. Smith said the sign about glitter has been removed and suggested that it be added to the form.

RESOLUTION 18-01-19 APPROVE AND ADOPT BUILDING RENTAL RULES

EXHIBIT #10 TOWNSHIP HALL RENTAL RULES

**BERLIN TOWNSHIP MEETING ROOM
TOWNSHIP EMPLOYEE APPLICATION
RULES, REGULATIONS and FEES**

The Berlin Township Public Meeting Room will be available to all responsible residents, employees and organizations of Berlin Township. (No organizations operating for profit)

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The Berlin Township Trustees will have final approval of persons and organizations using the meeting room.

The Township Meeting Room will be available from the hours of 9 a.m. until 12 midnight weekdays and Saturdays; and 12 noon until 9 p.m. on Sundays.

Use of the meeting room shall include the use of the meeting room, restrooms and kitchenette; with available facilities and equipment in the kitchenette. Please use trivets for hot dishes on plastic tables.

It will be the responsibility of persons or organizations to leave the meeting room clean and in order (**vacuum floor, wipe off all tables**) and **deposit all waste** in provided refuse receptacles **on the east side of the building** when leaving.

MEETING ROOM CAPACITY – Eighty (80) persons

NO PARKING in front of any exterior doors at the building facility

NO BLOCKING of egress doors

NO ALCOHOLIC BEVERAGES

NO GLITTER allowed anywhere in the room

NO TAPE on wall or ceiling

NO SMOKING anywhere inside the facility

NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township

*****FEES PAYABLE IN ADVANCE** will be Thirty-Five dollars (\$35.00) per meeting which includes a Fifty dollars (\$50.00) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean-up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

Any youth group shall be required to have a supervisor or responsible person present at all meetings.

All meetings will be posted on a calendar in the meeting room.

RULES and REGULATIONS will be posted in the meeting room and will be available upon request. All rules, regulations are subject to change by order of the Berlin Township Trustees without notice.

Renter or Responsible Party agrees to hold Berlin Township harmless of any liability.

EMERGENCY CONTACT PERSONS: Cathy Rippel @ 740-816-0698; Ron Bullard @ 740-548-5463; Tom D'Amico @ 740-369-9710; and Ken O'Brien @ 740-972-0643

PRNT NAME: _____

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SIGNATURE _____ DATE _____

ADDRESS _____ CITY _____ ST. _____ ZIP _____

PHONE _____ RENTAL DATE _____ RECEIPT # _____

**BERLIN TOWNSHIP MEETING ROOM
RESIDENT APPLICATION
RULES, REGULATIONS and FEES**

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MEETING ROOM CAPACITY – Eighty (80) persons

NO PARKING in front of any exterior doors at the building facility

NO BLOCKING of egress doors

NO ALCOHOLIC BEVERAGES

NO GLITTER allowed anywhere in the room

NO TAPE on wall or ceiling

NO SMOKING anywhere inside the facility

NO RENTING, LEASING OR LOANING of chairs, tables or any other equipment owned by the township

*****FEES PAYABLE IN ADVANCE** will be Eighty-Five dollars (\$85.00) per meeting which includes a Fifty dollars (\$50.00) refundable deposit. Any person or organization leaving the meeting room in unsatisfactory condition will forfeit the refundable deposit as a clean-up charge and pay for any damage to the building or equipment. **Entrance to the building will be with use of a security tag that must be picked up from the township. Return of the deposit includes return of the security tag to the township.**

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PRNT NAME: _____

SIGNATURE _____ DATE _____

ADDRESS _____ CITY _____ ST. _____ ZIP _____

PHONE _____ RENTAL DATE _____ RECEIPT # _____

EXHIBIT #12 BUILDING RENTAL FEES

Township employee or official	\$35.00 per occasion
Township resident-non-employee	\$85.00 per occasion
Refundable deposit to all renters with approval of trustees to be paid within ten (10) days of rental date	\$50.00 per occasion

The Board of Trustees will determine any fee waivers

Motion: Bullard
Second: D’Amico
Vote: D’Amico yes, O’Brien yes and Bullard yes

Bullard said we put rules in place, for Rippel to refund hall rental fees for the girl scouts, boy scouts and 4 H groups. O’Brien said he is opposed to waiving any fees. He said the fee is set and it is an appropriate fee and he does not think we should waive any fees to any person. D’Amico said he has never had a problem waiving fees for organizations such as the boy scouts or girl scouts. Bullard said they tend to come out ahead as the eagle scouts helped rebuild the shed out back and we are looking at updating the cemetery with an ossuary and will have them do something in the future as a project. Rippel said the 4 H group plants flowers. O’Brien said he understands that but he is still opposed to waiving fees.

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CEMETERY FEES

DISCUSSION: Smith said Buell submitted a request to raise the foundation fee by \$.10 per square foot surface.

RESOLUTION 18-01-20 APPROVE AND ADOPT CEMETERY FEES AS STATED IN EXHIBIT #13

EXHIBIT #13

SALES –

- Grave lot sale-Township resident at time of sale \$ 200.00 per grave lot
- Grave lot sale-Delaware County resident at time of sale \$ 600.00 per grave lot
- Grave lot sale-Non-County resident at time of sale \$1,200.00 per grave lot

INTERMENT and INURNMENT -

- Open/Close grave-Monday-Friday-Adult grave \$ 400.00 per opening
- Open/Close grave-Saturday, Sunday & Holiday-Adult grave \$ 700.00 per opening
- Open/Close grave-Monday-Friday-Infant grave (hand dig) - Limit one (1) burial per grave lot
Inurnment (hand dig) - Limit two (2) inurnments per grave lot \$ 200.00 per opening **
- Open/Close grave-Saturday, Sunday & Holiday-Infant grave-(hand dig) - Limit one (1) burial per grave lot
Inurnment (hand dig) - Limit two (2) inurnments per grave lot \$ 250.00 per opening **

All interments must be in vault (no polyethylene) for burial

CEMETERY DEEDS -

- Cemetery Deed transfer \$ 25.00 for each grave space transferred

FEE WAIVERS

Any fee waivers will be determined by the Board of Trustees

CEMETERY MARKER FOUNDATIONS –

All concrete marker foundations will be constructed in accordance with rules adopted by the Berlin Township Trustees.

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Charge for marker foundations (concrete)

Military only-ground level-Minimum charge (1 ft. x 2 ft.)	\$ 125.00
Excess of 1 ft. x 2 ft.	\$.75 per sq. surface Inch ***
Non-Military – Regular Foundation	\$.75 per sq. surface inch ***
Foundation (concrete) poured after the allowed May and September pour dates	\$ 1.00 per sq. surface Inch ***
Minimum charge Must have approval of cemetery sexton	\$ 750.00 per foundation
Foundation (concrete) to be formed, so as to be level with finished edges three (3) to four (4) inches above the ground and minimum of three (3) inch perimeter on base outside the marker size EXCEPTION: NO EXTRA PERIMETER ON BASE OUTSIDE MARKER SIZE FOR MILITARY GROUND LEVEL ONLY	
Foundation (concrete) to be poured to minimum depth of thirty (30) inches below ground	
Removal of Foundation (concrete)	cost to be determined at time of requested removal

EXHUMATION - Monday through Friday 8:00 a.m. to 3:00 p.m. **

Adult grave	\$ 550.00 per vault
Infant grave or Inurnment	\$ 150.00 per vault/urn
Motion: Bullard	
Second: D’Amico	
Vote:	

** Increased or added in 2017
*** Increased in 2018

ZONING PERMIT FEES

DISCUSSION: O’Brien said he asked Heid to look at number 10. They discussed ways to charge for multi-family units. Heid and D’Amico are to meet to discuss it further.

RESOLUTION APPROVE AND ADOPT 2018 ZONING FEES AS LISTED

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18-01-21 IN EXHIBIT #14 WITH THE EXCEPTION THAT ITEM #10 STATING RATE TO BE DETERMINED

EXHIBIT #14 BERLIN TOWNSHIP ZONING FEE SCHEDULE Effective 1/1/2018

Penalty for LATE applications, NO applications or INCOMPLETE applications 100% of regular fee

**Make all checks payable to: BERLIN TOWNSHIP TRUSTEES
RESIDENTIAL**

- | | | |
|-----|--|-----------------------------------|
| 1. | Single Family Residence | \$350.00 each |
| 2. | All residential remodeling with structure change or additions to dwelling or garage including addition of attached garage | \$ 75.00 each |
| | Burnout, tornado, or natural disaster | NO CHARGE |
| 3. | Garages, carports, decks, pole buildings, pergola, pavilion, gazebo and other storage buildings | \$ 75.00 each |
| 4. | Small accessory or storage buildings and small decks (less than 100 sq. ft.)
Utility building (less than 100 sq. ft.) | NO CHARGE |
| 5. | Temporary Mobile Home for six (6) mos.
(Burnout, tornado, or natural disaster victim exempt) | \$ 50.00 each |
| | Renewal six (6) months
(Burnout, tornado, or natural disaster victim 12 month renewal-exempt) | \$ 25.00 each-not more than twice |
| 6. | Mobile Home for farm labor | \$ 125.00 |
| 7. | Swimming Pool | \$ 75.00 each |
| 8. | Converting One-family dwelling into multi-family | \$ 100.00 per unit |
| 9. | Single Family Dwelling used as Model Home for six (6) months | \$ 400.00 each |
| | RENEWAL - six (6) months as long as model home until 90% of zoning permits in entire planned subdivision are issued | \$ 400.00 each |
| 10. | Multi-Family (twin single, apartment building, townhouses, condominium) | To Be Determined |
| 11. | Temporary tool, supply and construction | \$ 300.00 each |

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- office trailer for six (6) months.
RENEWAL - six (6) months-zoning inspector's discretion \$ 300.00 each renewal
- 12. **SIGNS** - Permanent \$ 300.00 each
 Temporary-six (6) months renewal \$ 200.00 each
 at zoning inspector's discretion)
 Garage & Yard Sale **NO CHARGE**
- 13. Variance, Appeal and Conditional Use \$ 650.00 to include
 Hearings (transcript available at court reporter
 additional cost to applicant)
 Additional fee per hearing after 2nd hearing \$ 600.00
- 14. Review Lot Split \$ 50.00 each
- 15. **ALL REZONING APPLICATIONS** \$ 500.00 **plus**
 \$ 200.00 per acre
 Preliminary Development Plan hearing separate from Rezone \$ 600.00
 Final Development Plan hearing separate from Rezone \$ 600.00
 Additional fee per hearing after 2nd hearing \$ 600.00
- 16. Modification of approved zoning plan \$ 600.00 each
- 17. Revision to original application (after one (1) month) \$ 100.00 each

COMMERCIAL & INDUSTRIAL

- 1. All new Commercial & Industrial (per building) \$ 350.00 **plus**
 \$ 35.00 per 100 sq. ft.
- 2. All Commercial & Industrial (per building) \$ 350.00 **plus**
 Remodeling, structure change \$ 35.00 per 100 sq. ft.
 or additions to building.
- 3. Small accessory or storage buildings and \$ 200.00 each
 small decks (less than 100 sq. ft.)
 Utility building (less than 100 sq. ft.)
- 4. Temporary tool, supply and construction \$ 300.00 each
 office trailer for six (6) months.
RENEWAL - six (6) months-zoning inspector's \$ 300.00 each
 discretion.
- 5. Swimming Pool \$ 75.00 each
- 6. Borrow Pit \$1,000.00 each
- 7. **SIGNS** - Permanent \$ 300.00 each
 Temporary (six months renewal at \$ 200.00 each
 zoning inspector's discretion)
 Garage & Yard Sales **NO CHARGE**
- 8. **ADMINISTRATIVE REVIEW** - Approve Plats &
 Subdivisions
 Minor-less than five (5) lots \$ 400.00 each
 Major-five (5) lots or more \$ 500.00 each

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- 9. Review Lot Split \$ 50.00 each
- 10. **ALL REZONING APPLICATIONS**
 - \$ 500.00 plus
 - \$ 200.00 per acre
 - Preliminary Development Plan hearing separate from Rezone \$ 700.00
 - Final Development Plan hearing separate from Rezone \$ 600.00
 - Additional fee per hearing after 2nd hearing \$ 600.00
- 11. Variance, Appeal and Conditional Use Hearings (transcript available at additional cost to applicant) \$ 650.00 to include court reporter
 - Additional fee per hearing after 2nd hearing \$ 300.00
- 12. Modification of approved zoning plan \$ 600.00 each
- Revision to original application (after one (1) month) \$ 100.00 each

MISCELLANEOUS

- 1. Refunds for withdrawal of BZC or BZA applications will be the amount of the original fee less any and/or all actual costs incurred by the township prior to the withdrawal action. All withdrawal requests must be in writing and dated.
- 2. Zoning Books \$30.00 each
- 3. Comprehensive Land Use Plan Book \$75.00 each
- 4. Land Use & Zoning Maps \$ 2.00 each
- 5. Fee for returned checks \$25.00 each
- 6. Photo copies for 8.5 x 11 & legal .25 per page
- 7. Large copes or drawing that have to be done out of house \$10.00 processing fee & \$ 8.50 per copy

All larger sizes are priced at cost.

Motion: Bullard
Second: O'Brien
Vote: O'Brien yes, Bullard yes and D'Amico yes

TOWNSHIP DRIVEWAY PERMIT

RESOLUTION 18-01-22 APPROVE ALL RESIDENTIAL, FARM, COMMERCIAL AND INDUSTRIAL DRIVEWAY PIPE PERMITS SHALL BE \$100.00 EACH.

Motion: Bullard
Second: O'Brien
Discussion: O'Brien asked if we had a record of all the ones that have been approved and

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where they are, as he feels it would be good to have a map of them so they know where they have been approved. O'Brien said you would have to put it in a spreadsheet, which would populate the GIS map. Irwin said they have the addresses of them but not on a map and does not know how practical that really is. Rippel said each zoning permit has a driveway permit. O'Brien asked if we had a process when they fail. Irwin said when they fail he does not let them put them in. O'Brien asked if it is in the road-right-away and it complied originally whose responsibility is it to replace if it affects the drainage. Irwin said the ditches were made for drainage and as a retention basin, so if we don't have a problem that causes an immediate hazard such as ice or flooding on the road, the replacement of the pipe is up to the resident. If it causes a problem on the road and it is a liability to us, then we need to replace it.

Vote: O'Brien yes, Bullard yes and D'Amico yes

RESOLUTION 18-01-23 APPROVE \$5,000.00 FOR CONTRACT SERVICES FOR ZONING DEPARTMENT TO BE PROVIDED BY DELAWARE COUNTY REGIONAL PLANNING NOT TO EXTEND BEYOND DECEMBER 31, 2018 AND TO BE MANAGED BY THE ZONING INSPECTOR

Motion: Bullard

Second: D'Amico

Discussion: O'Brien asked if when BZC goes to make a contract with RPC does that mean that Heid has the ability to say yes or no on that contract. Bullard said this is for the services that they charge us if we have them do something for us. Regional Planning is not free.

Vote: Bullard yes, D'Amico yes and O'Brien yes

Bullard said StewCare was not going to be doing the mowing again this year so we needed to decide if we were going to do it in house or hire it out. They discussed what it would take to do in house and that we did not have a building to house all the extra equipment it would take. Bullard suggested that they get some bids and look at contracting it out. He said they received a few already and suggested they do it as a Request for Proposal. D'Amico agreed.

WAGE SCHEDULE

RESOLUTION 18-01-24 APPROVE AND ADOPT A 2% WAGE INCREASE FOR 2018 FOR ALL HOURLY EMPLOYEES EFFECTIVE JANUARY 1, 2018 ALL WAGE INCREASE RATES TO BE ROUNDED TO THE NEAREST PENNY AND EXCLUDES FIRE FIGHTERS BROWN, CAREY AND CARR EFFECTIVE JANUARY 14, 2018, ADDING A NEW PAY RATE FOR FORMER TRUSTEE CONSULTANT AT \$25.00 AN HOUR UP TO 100 HOURS. LIST THE RATES FOR FULL-TIME FIRE CHIEF, FULL-TIME ASSISTANT FIRE CHIEF AND FULL-TIME ZONING INSPECTOR AS TO BE DETERMINED. ADD A TRAINEE RATE TO BE DETERMINED UNDER THE ROADS DEPARTMENT

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EXHIBIT #16

TOWNSHIP PERSONNEL POSITIONS & PAY RATES

POSITION	2017 Pay Rate 2%	2018 Pay Rate 2%
ADMINISTRATIVE		
Assist. To Fiscal Officer	\$29.10 hr.	\$29.69 hr.
Other Clerical	\$13.10 hr.	\$13.37 hr.
BUILDING		
Custodian	\$14.30 hr.	\$14.59 hr.
Labor	\$14.30 hr.	\$14.59 hr.
CEMETERY		
Sexton	\$367.20 mo	\$374.55 mo
Labor-Sexton (foundation, hand dig grave, other as assigned)	\$21.20 hr.	\$21.63 hr.
Sexton Assistant	\$14.30 hr.	\$14.59 hr.
Labor Other	\$14.25 hr.	\$14.54 hr.
Cemetery Clerk	\$18.40 hr.	\$18.77 hr.
ROAD		
2 Hour minimum paid call in		
Road Superintendent	\$25.35 hr.	\$25.86 hr.
Laborer II	\$19.10 hr.	\$19.49 hr.
Laborer II - New Hire	\$17.05 hr.	\$17.40 hr.
Laborer I	\$14.10 hr.	\$14.39 hr.
Laborer - part-time	\$14.10 hr.	\$14.39 hr.
Truck Driver-CDL Casual Labor	\$21.30 hr.	\$21.73 hr.
Truck Driver-no CDL	\$14.10 hr.	\$14.39 hr.
Trainee	NA	TBD
FIRE		
Fire Chief (Annual salary)	\$73,503.55 yr.	TBD
(bi-weekly hourly rate-adjusted to salary-Dec.)	\$35.40 hr.	TBD

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Fire Chief (Part-time)	\$18.80 hr.	\$19.18 hr.
Assistance Fire Chief (Full-time)	\$20.10 hr.	TBD
Assistance Fire Chief (Part-time)	\$16.65 hr.	\$16.98 hr.
Fire Captain (Full-time)	\$17.30 hr.	\$17.65 hr.
Full-time Lieutenant	\$20.95 hr.	\$21.37 hr.
Full-time Lieutenant (Probationary)	\$19.10 hr.	\$19.48 hr.
Full-time Firefighter	\$21.10 hr.	\$21.52 hr.
Full-time Firefighter (Probationary)	\$17.40 hr.	\$17.75 hr.
Part-time Firefighter Lieutenant	\$15.75 hr.	\$16.07 hr.
Part-time Firefighter Fire Safety Inspector	\$15.75 hr.	\$16.07 hr.
Part-time Firefighter	\$13.35 hr.	\$13.62 hr.
Part-time Firefighter (Probationary)	\$10.90 hr.	\$11.12 hr.

ZONING

Full-time Inspector (annual salary)	\$43,263.40 yr.	TBD
(bi-weekly hourly rate adjusted to salary-Dec.)	\$20.80 hr.	TBD
Part-time Inspector	\$19.00 hr.	\$19.38 hr.
Part-time Inspector (substitute)	\$18.10 hr.	\$18.47 hr.
Full-time Administrative Assistant	\$18.05 hr.	\$18.42 hr.
Temporary Clerical	\$14.35 hr.	\$14.64 hr.
Board Clerk - L. Knapp	\$18.40 hr.	\$18.77 hr.
Board Clerk (new hire)	\$15.15 hr.	\$15.46 hr.
Township fiscal officer-clerk zoning mtg.	\$24.20 hr.	\$24.69 hr.
Zoning board members attendance at informal meetings	\$18.10 hr.	\$18.47 hr.
Zoning Board members - Training Rate	\$13.30 hr.	\$13.57 hr.

Zoning Board Meeting Rates

Board Clerk - L. Knapp	\$33.15 hr.	\$33.82 hr.
BZA & BZC Chairman	\$38.25 hr.	\$39.02 hr.
BZA & BZC Board Members	\$28.05 hr.	\$28.62 hr.
BZA & BZC Alternate Members	\$28.05 hr.	\$28.62 hr.
BZA & BZC Members & Alternates- (special assignments as authorized by Board of Trustees - Maximum 20 events per year)	\$28.05 hr.	\$28.62 hr.
BZA & BZC Chairman (Meeting prep & administrative duties)	\$17.40 hr.	\$17.75 hr.

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Zoning Inspector-RPC & other meetings as directed by Board of Trustees	\$28.05 hr.	\$28.62 hr.
RPC Representative	\$28.05 hr.	\$28.62 hr.
RPC Alternate	\$28.05 hr.	\$28.62 hr.

Motion: O'Brien

Second: Bullard

Discussion: D'Amico asked why O'Brien liked pennies instead of a nickel and O'Brien said because for some people it actually comes to a 2.5% raise and it's not fair to some people to get a 2.5% raise and others getting 2%. Bullard said he wanted to add a rate for trustee help, so if we may need to hire former trustees to help us out with a couple things such as the sign, the ossuary etc. we can. He suggested \$25.00 an hour. O'Brien said he would like to have a cap on the amount of hours. Bullard also suggested that the rates for full-time Fire Chief Salary and Assistant Fire Chief be deleted, as the rates will be determined by whom they get for these positions, if they ever fill them. Smith said the same should apply to the full-time zoning inspector. O'Brien suggested that they stay listed, just indicate that the rate is to be determined. Smith asked if the same should apply to positions that we do not use such as pay rates in the road department. O'Brien said he likes having them. Irwin said we just hired someone under the scale of where they need to be and they were not qualified at that rate, so we should determine what their worth is when they come in for an interview. O'Brien said then we need a different category. D'Amico said such as road trainee. Irwin said he had his CDL and meet all the qualifications, but when he came in he said he had never done certain things and that he do not feel safe doing them. Bullard suggested that we add a position named Trainee and indicate rate to be determined.

Vote: D'Amico yes, O'Brien yes and Bullard yes

Irwin asked the trustee to think about redoing the pay rates and add a range of pay instead of just one rate. Bullard to work with Irwin on this.

DISCUSSION: O'Brien asked if employees get overtime when they use vacation or sick time. Bullard said the definition per the federal law is when they reach forty (40) hours of work they go into overtime. Sick pay does not count towards those forty hours. Vacation and holiday pay do count towards those forty hours. O'Brien said he has a problem with an employee taking vacation and then getting overtime. Different scenarios were discussed and O'Brien said he would review the polices.

RESOLUTION 18-01-25 APPROVE ESSENTIAL PART-TIME PERSONNEL BE PAID ONE AND HALF TIMES THEIR PAY RATE FOR EACH DAY AS NOTED IN THE TOWNSHIP HOLIDAY OBSERVANCE POLICY. HOURS WORKED WILL BE BASED ON THE 0000 TO 2400 HOUR SCHEDULE EFFECIVE JANUARY 1, 2018

Motion: Bullard
Second: D'Amico

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Vote: Bullard yes, D’Amico yes and O’Brien yes

RESOLUTION 18-01-26 ACCEPT KEN O’BRIENS RESIGNATION FROM BZC EFFECTIVE JANUARY 1, 2018

Motion: Bullard
Second: D’Amico
Vote: D’Amico yes, O’Brien yes and Bullard yes

DISCUSSION: Smith said she had a letter from Mike Morrill that he wants to stay on. Bullard suggested that they move Mike Bardash to the BZC board, which leaves an alternate position open, and Steve Flaherty said he would be willing to serve on the board.

RESOLUTION 18-01-27 APPROVE EXHIBIT #17-ZONING COMMISSION, BOARD OF ZONING APPEALS, BZC & BZA ALTERNATES, REGIONAL PLANNING REPRESENTATIVE AND ALTERNATE WITH CHANGES AS LISTED

EXHIBIT #17 LIST OF ZONING COMMISSION AND BOARD OF ZONING APPEALS MEMBERS WITH TERMS, ALSO INCLUDED ARE NAMES OF BZC AND BZA ALTERNATES AND REGIONAL PLANNING COMMISSION REPRESENTATIVE AND ALTERNATE

BZC BOARD

	Mike Bardash	term expires	3-1-2018
Chair	Antoinette Korleski	term expires	3-1-2019
	Darcy Kaplan	term expires	3-1-2020
	Steve Spangler	term expires	3-1-2021
	Jerry Valentine	term expires	3-1-2022

BZC ALTERNATE

	Martin Johnson	term expires	3-1-2018
	Steve Flaherty	term expires	3-1-2018

BZA BOARD

	Don Sutton	term expires	12-31-2018
	Brad Cook	term expires	12-31-2019
	Michelle Cook	term expires	3-1-2020
	Joe Korleski	term expires	3-1-2021
Chair	Michael Morrill	term expires	3-1-2022

BZA ALTERNATE

	Jason Acevedo	term expires	3-1-2018
	Open Position		

RPC REPRESENTATIVE

	Chet Heid	term expires	3-1-2019
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RPC ALTERNATE

TBD term expires 3-1-2018

Motion: Bullard
Second: O'Brien
Vote: D'Amico yes, O'Brien yes and Bullard yes

**RESOLUTION APPROVE CERTIFIED LIST OF FIREFIGHTERS
18-01-28 SUBMITTED BY FIRE CHIEF CRAIG HALL ON
DECEMBER 10, 2017**

Certified list of Fire Department Employees with the Berlin Township Fire Department:

Part-Time Fire Ch.	Craig Hall	240 FFII/EMT-B/CFSI/Investigator
Part-Time Asst. Ch.	Joe Pichert	240 FFII/Paramedic
Full-Time Capt.	Mark Carey	240 FFII/EMT-B/Fire Instructor/Rescue Tech
Full-Time Capt.	Tim Carr	240 FFII/EMT-B
Full-Time Capt.	Scott Brown	240 FFII/EMT-B
Part-Time Lieutenant	Chris Paykoff	36 Volunteer
Part-Time Lieutenant	Sam Reda	240 FFII/EMT-B
Part-Time Lieutenant	Steve Arnold	240 FFII/EMT-I/CFSI
Part-Time Firefighter	Jody Fournety	36 Volunteer/Paramedic
Part-Time Firefighter	Brent Hohenberger	240 FFII/EMT-B
Part-Time Firefighter	Greg Prantl	240 FFII/EMT-B
Part-Time Firefighter	Thomas Bensen	240 FFII/Fire Investigator
Part-Time Firefighter	Brian Lesch	240 FFII/Paramedic
Part-Time Firefighter	Ryan Strohl	240 FFII/Paramedic
Part-Time Firefighter	Brandon Conley	240 FFII/EMT-B
Part-Time Firefighter	Stephen Thompson	240 FFII/Paramedic
Part-Time Firefighter	Keith Ernsberger	240 FFII/Paramedic/Instructor
Part-Time Firefighter	Nicholas Arnold	240 FFII/Paramedic
Part-Time Firefighter	Chelsey Carothers	240 FFII/Paramedic
Part-Time Firefighter	Ryan Kirby	240 FFII/Paramedic
Part-Time Firefighter	Bob Barcus	240 FFII/Paramedic
Part-Time Firefighter	Toby Cook	240 FFII/Paramedic
Part-Time Firefighter	Malachi Swanson	240 FFII/EMT-B
Part-Time Firefighter	Jacob Shaw	240 FFII/EMT-B
Part-Time Firefighter	Dave Hausefield	240 FFII/EMT-B
Part-Time Firefighter	Dalan Zartman	240 FFII/Paramedic/Instructor
Part-Time Firefighter	Neal Brock	240 FFII/Paramedic/Instructor

I certify this list to be accurate as of December 10, 2017

Craig A. Hall, Fire Chief

Motion: Bullard
Second: O'Brien
Vote: O'Brien yes, Bullard yes and D'Amico yes

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FIRE DEPARTMENT POLICIES

RESOLUTION 18-01-29 APPROVE FIRE DEPARTMENT POLICIES AS WRITTEN FOR THE FIRE DEPARTMENT, FIRE DEPARTMENT TRAINING AND FOLLOW THE STATE LAW ON PHYSICAL EXAM REQUIREMENTS AS DEFINED BY OHIO ADMINISTRATIVE CODE CHAPTER 41231221

Motion: Bullard
Second: D'Amico
Vote: O'Brien yes, Bullard yes and D'Amico yes

**ESTABLISH POLICY – CLOTHING ALLOWANCES
FIRE DEPARTMENT**

RESOLUTION 18-01-30 APPROVE CLOTHING REPLACEMENT TO INCLUDE COST UP TO \$200.00-ONE (1) PAIR STEEL TOE WORK BOOTS FOR EACH FIREFIGHTER THAT HAS PASSED THEIR PROBATIONARY PERIOD. EMPLOYEE MUST PROVIDE ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL, NO SALES TAX WILL BE REIMBURSED. REPLACEMENT REQUIRES FIRE CHIEF APPROVAL BEFORE REIMBURSEMENT AND ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS THE PROPERTY OF THE TOWNSHIP

Motion: Bullard
Second: O'Brien
Vote: Bullard yes, D'Amico yes and O'Brien yes

**ESTABLISH POLICY – SAFETY CLOTHING
ROAD DEPARTMENT**

RESOLUTION 18-01-31 APPROVE TOWNSHIP OR EMPLOYEE PURCHASE OF TOWNSHIP SAFETY CLOTHING AND GEAR FOR ROAD DEPARTMENT EMPLOYEES WITH COST UP TO: \$200.00 FOR STEEL TOE WORK BOOTS AND \$150.00 – CARHART JACKET, BIB OVERALLS & DUCK HOOD AS NEEDED AND CERTIFIED BY A TRUSTEE PRIOR TO PURCHASE. ROAD EMPLOYEE MUST PROVIDE APPROVED ORIGINAL RECEIPT TO FISCAL OFFICER FOR REIMBURSEMENT OF PURCHASED APPAREL. NO SALES TAX WILL BE REIMBURSED. ALL ITEMS PAID FOR BY THE TOWNSHIP REMAINS PROPERTY OF THE TOWNSHIP

Other safety apparel to be provided and paid for by the township includes, but is not limited to, traffic safety vests, seventeen (17) in. over-the-shoe boots, wet weather gear, ear (noise) protection, hard hats, safety glasses/goggles and gloves. **All uniform and safety equipment will be expected to be worn/used by township employees.**

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Motion: Bullard
Second: O'Brien
Vote: Bullard yes, D'Amico yes and O'Brien yes

ESTABLISH DEPARTMENT WORK HOURS

DISCUSSION: Bullard said last year was the first year they tried the 4 10 hour work days and he thinks it worked out well. They did not have anyone work on Fridays and it has not been a problem. O'Brien asked how cemetery issues were dealt with on Fridays. Bullard said if there was a funeral, the road department staffed it, no matter what day it was. If they come in on a Friday, Saturday or Sunday its overtime. Bullard said there are three holidays that fall during the summer months and if you work 4 10 hour days, holidays are 8 hour holidays and that is what they were paid. The county says if it is a holiday and you are scheduled to work 10 hours, you get paid for 10 hours. O'Brien said that might be the way the county engineer does it, but it is not the way the county commissioner's do it. D'Amico asked if each vacation day that they take is 10 hours of vacation. Irwin said yes. Bullard said it would be six hours total for the year. Irwin said the reason for that is that they are essential employees versus non-essential and when he first brought this to the table he wanted to make sure it was fair for all employees whether they were in his department or not. But they are not the ones that have to get up in the middle of the night to get a tree limb off the road or fix a stop sign at all hours, plow snow at all hours. Smith said the reason they did the 8 hours for a holiday is that the employee handbook states that they get paid for an 8 hour holiday. O'Brien said he did not have a solution. Bullard said they will continue as they did last year and keep it as an action item until they decide what they want to do. Irwin said that was fair.

DISCUSSION: O'Brien said some people take advantage of no zoning during the weekend and they put signs everywhere. They know they are not in compliance because they take them down. He thinks they need to provide the opportunity for the zoning inspector to yank them occasionally and if we do that they will stop putting them up. Bullard said he thinks Heid has done that in the past and D'Amico can authorize it. Heid said he has done that in the past and O'Brien said he has to be an employee when he does that in case something should happen.

RESOLUTION 18-01-32 APPROVE WORK HOURS AS STATED WITH THE REVISION THAT ROAD DEPARTMENT UNPAID LUNCH CAN BE TAKEN AT THE EMPLOYEES DISCRETION

ROAD DEPARTMENT -

Full-time Road Employees -

Hours **8:00 a.m. to 4:30 p.m.** Monday through Friday

EXCEPTION - Snow Removal and/or other times as needed or directed by the Board of Township Trustee

Work week shall consist of forty (40) hours, Monday through Friday.

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Thirty (30) minute unpaid lunch time at employee’s discretion, Monday through Friday. Two (2) fifteen (15) minute paid work breaks per eight (8) hour workday: one in the morning and one in the afternoon, Monday through Friday.

Summer Hours – 4 10 Hour days April 2 thru November 1, off on Fridays.

ZONING DEPARTMENT -

**Regular Office Hours - 8:00 a.m. to 4:30 p.m. – Monday through Friday
Other hours by appointment**

Zoning Office Secretary - 8:00 a.m. to 4:30 p.m. – Monday through Friday

Work week shall consist of forty (40) hours, Monday through Friday. Thirty (30) minute unpaid lunch time at employee’s discretion, Monday through Friday. Two (2) fifteen (15) minute paid work breaks per eight (8) hour workday: one in the morning and one in the afternoon

Part-time Zoning Inspector - 9:00 a.m. to 2:00 p.m. – Monday through Friday

Other hours by appointment

Work week shall consist of normal twenty five (25) hours, Monday through Friday. No lunch breaks or work breaks plus time as approved by the liaison.

Offices will be closed on holidays and/or other designated days in order that all full-time employees in the Road and Zoning Departments can celebrate the holiday.

Motion: Bullard
Second: O’Brien
Vote: D’Amico yes, O’Brien yes and Bullard yes

ESTABLISH 2018 SPECIAL EVENTS CALENDAR

DISCUSSION: Bullard said he was not in favor of the Food & Toy Drive for People In Need. Pichert explained what it was for O’Brien. Bullard said if we do it what keeps us from doing it for everyone else. It was agreed to remove it.

**RESOLUTION APPROVE SPECIAL EVENTS DATES AND TIMES AS LISTED
18-01-33**

Saturday, March 24, 2018 – 1:00 p.m. - Spring Open House with Egg Hunt

Saturday, May 5, 2018 - 7:30 a.m. to 12:00 noon - Township Cleanup Day

Saturday, DATE & TIME TO BE DETERMINED - Touch A Truck Event

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Sunday, October 21, 2018 - 1:00 p.m. to 3:00 p.m. - Halloween Open House

Thursday, October 31, 2018 - 6:00 p.m. to 8:00 p.m. - Beggar’s Night

Motion: Bullard
Second: D’Amico
Discussion: O’Brien said he would like to see us do the township clean-up day every other year and have a hazardous waste drop off day. Bullard said they are changing some things and we will have to see.
Vote: D’Amico yes, O’Brien yes and Bullard yes

RESOLUTION 18-01-34 APPROVE 2018 FIRST AMENDED CERTIFICATE OF ESTIMATED RESOURCES AND APPROVE PERMANANT APPROPRIATIONS NOT TO EXCEED \$7,003,504.95

1ST AMENDED CERTIFICATE OF ESTIMATED RESOURCES

1000 General Fund	\$3,171,517.99
2011 Motor Vehicle License Tax Fund	\$ 28,599.36
2021 Gasoline Tax Fund	\$ 141,878.73
2041 Cemetery Fund	\$ 141,141.93
2042 SPRBA	\$ 90,000.00
2111 Fire Fund	\$2,748,839.98
2181 Zoning Fund	\$ 529,231.78
2231 Motor Vehicle Permissive License Tax Fund	\$ 137,136.94
4304 Capital Project-Park	\$ 2,255.88
4401 Public Works Commission Project	<u>\$ 12,902.36</u>
Total First Amended Certificate	\$7,003,504.95

Motion: Bullard
Second: O’Brien
Vote: D’Amico yes, O’Brien yes and Bullard yes

ORGANIZATIONAL PORTION OF MEETING CONCLUDED at 11:12 p.m.

Regular Business Items:

RESOLUTION 18-01-35 AUTHORIZE PAYMENT OF UP TO \$5,545 DELAWARE COUNTY REGIONAL PLANNING MEMBERSHIP DUES @ \$1.04 PER CAPITA ESTIMATED POPULATION OF 7,419 - DELAWARE COUNTY REGIONAL PLANNING

Motion: Bullard
Second: O’Brien
Vote: Bullard yes, D’Amico yes and O’Brien yes

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RESOLUTION 18-01-36 APPROVE \$34,510. TO OTARMA FOR RENEWAL OF ANNUAL 2018-2019 INSURANCE CONTRACT

Motion: O'Brien
Second: Bullard
Vote: Bullard yes, D'Amico yes and O'Brien yes

FISCAL OFFICER ITEMS

EMPLOYEE CHANGES IN PAYROLL INFORMATION-Employees wishing to change any payroll information must submit it to the fiscal officer prior to the next pay date. Records will be changed prior to the next regular pay date after receipt of request by fiscal officer.

RESOLUTION 18-01-37 MOTION TO ADJOURN 2018 ORGANIZATIONAL MEETING @ 11:25 P.M. WEDNESDAY JANUARY 3, 2018

Motion: Bullard
Second: D'Amico
Vote: Bullard yes, D'Amico yes and O'Brien yes

Meeting adjourned at 11:25 p.m.

Ron Bullard, Trustee

Ken O'Brien, Trustee

ATTEST:

Claudia Smith, Fiscal Officer

Tom D'Amico, Trustee